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COLCHESTER BOARD OF EDUCATION
Budget Finance Committee Meeting

Wednesday, June 26, 2024
8:00 AM
Board of Education Central Office Conference Room

MINUTES

BOARD MEMBERS PRESENT : Alexander Oliphant, Christopher Rivers and Michelle Millington.

ADMINISTRATION PRESENT : Superintendent Daniel P. Sullivan, III

OTHERS PRESENT : Director of Finance and Operations Rachel Linkkila, Assistant Director of Finance and Operations Alexis Cook, Director of Educational Operations Andrew Barillari and Executive Assistant to the Superintendent Alyssa Fratoni.

1. **MEETING OPENING**
   1.1. Call to Order
   C. Rivers called the meeting to order at 8:03 AM.

   1.2 Roll Call
   A.Oliphant present, C. Rivers and M. Millington joined via phone call.

2. **PUBLIC COMMENT**
   2.1. For Public Comments, please see Bylaw on Meeting Conduct
   No public comment.

3. ***CONSENT AGENDA**
   3.1 *Approval of minutes from June 5, 2024 Budget Finance Committee Meeting.
   Motion by: A.Oliphant
   Motion to approve minutes from June 5, 2024 Budget Finance Meeting.
   Second: M. Millington
   Roll Call: All in favor
   Vote: Motion carried

A. Barillari arrived at 8:06 AM.

4. ***PRIORITY DISCUSSION / ACTION ITEMS**
   4.1 *Discussion and Possible Action on approving transfers over $5,000.00
   M. Millington not present for the following vote.

Motion by: A.Oliphant
Motion to approve transfers over $5,000.00.
Second: C.Rivers
Roll Call: All in favor
Vote: Motion carried

4.2 *Discussion and Possible Action on End of Year Purchasing

M. Millington was present for the following discussion but not present for the motion and vote. The Committee discussed where excess money would go for End of Year purchasing.

Motion by: C.Rivers

Motion to authorize the administration to allocate any remaining funds from the fiscal year to the HVAC project. The scope of work for this project will be determined by the Building Committee. Any additional funds should follow normal End of Year processes which includes a deposit to the Unexpended Fund Balance upon completion of the audit.

Second: A.Oliphant
Roll Call: All in favor
Vote: Motion carried

4.3 *Monthly Budget Reports

The Committee discussed this agenda item first as M. Millington needed to leave the meeting at a certain time.

Final payroll for Teachers, Paras and Subs is this week. July 12th would be the final payroll for 12 month employees. She stated that the negatives for Certified Personnel Salaries and Certified Daily Substitutes would have a savings due to a credit from combining buses that will be transferred. The Committee discussed what amount of the excess cost money would go to the Town.

M. Millington left the meeting at 8:28 AM.

The Committee discussed transfers that are less than $5,000.00.
Motion by: A.Oliphant
Motion to approve budget transfers that are less than $5,000.00
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

5. **ADJOURNMENT**

Motion by: A.Oliphant
Motion to adjourn.
Second: C. Rivers
Roll Call: All in favor
Vote: Motion carried

C.Rivers adjourned the meeting at 8:55 AM.

Respectfully submitted,

Alyssa Fratoni
Executive Assistant to the Superintendent